

PLEASE POST CONSPICUOUSLY
LACKAWANNA CIVIL SERVICE COMMISSION

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Commissioner

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Commissioner

CITY OF LACKAWANNA
EXAMINATION OPEN TO THE PUBLIC
SIGNAL MAINTENANCE WORKER

Exam No **69175**

\$10.00 Filing Fee
(Check or Money Order)

Open competitive examination, **SIGNAL MAINTENANCE WORKER**, CITY OF LACKAWANNA

Currently there is one vacancy for a Signal Maintenance Worker. The eligible list resulting from this examination will be used to fill any future vacancies that occur in the title of Signal Maintenance Worker.

SIGNAL MAINTENANCE WORKER

Salary **\$56,576–59,696***

*Salary listed is based on current union contract year. Salary varies based on contract year and length of employment.

EXAMINATION DATE

December 10, 2022

LAST DATE FOR FILING APPLICATION

October 20, 2022

RESIDENCY REQUIREMENT: Candidates must be legal residents of Erie County for at least (4) months immediately preceding the date of examination. **PREFERENCE IN APPOINTMENT WILL BE GIVEN TO SUCCESSFUL CANDIDATES WHO HAVE BEEN LEGAL RESIDENTS OF THE CITY OF LACKAWANNA FOR AT LEAST (4) MONTHS IMMEDIATELY PRECEDING THE EXAMINATION DATE AND ARE RESIDENTS OF THE CITY OF LACKAWANNA AT THE TIME OF APPOINTMENT.**

GENERAL STATEMENT OF DUTIES: Has responsibility in the extension, installation, maintenance and repair of the signal systems; general installation and maintenance of electrical wiring, equipment, devices and systems, performs skilled work involving one or more of the mechanical or construction trades does related work as required. Management has the right to direct workforce.

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of moderate difficulty involving responsibility of electrical installation, maintenance and repair of electrical and traffic signal control systems as well as installation of new equipment and making repairs to electrical systems. The work is performed within limits, and accordance with, instructions from the Working Foreman in the Streets Division.

MINIMUM QUALIFICATIONS: Five years of experience as an electrician and graduation from a standard senior high school; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

NOTE:

- a. Candidates must possess a valid New York State Motor Vehicle Operator License and maintain it throughout employment.
- b. Candidates for appointment in this class will be required to complete any mandated training as established by New York State.

COMPLETED APPLICATIONS MUST BE POSTMARKED ON OR BEFORE
THURSDAY OCTOBER 20, 2022
IN-PERSON APPLICATIONS TO BE SUBMITTED IN CITY HALL LOBBY LOCKBOX
BY CLOSE OF BUSINESS OCTOBER 20, 2022 BY 4:00 PM EST

EXAMPLES OF WORK (Illustrative Only): Assists in the installation of overhead and underground lines; Assists in the maintenance and repair of related mechanical equipment; Tests signal system lines; Installs, tests and maintains traffic lights and related traffic control apparatus; Performs electrical installation and maintenance work in municipal buildings and at stadium; Installs, maintains and repairs meters, pumps, draft fans, heating and ventilation equipment, generators, street lamps; Installs electrical circuits in buildings; Installs, maintains and repairs storage battery systems; Makes recommendations to the supervisor regarding major electrical projects; Operates a variety of brazing, welding and burning equipment; Performs a variety of skilled electrical work as directed; Performs general custodial and maintenance duties; Performs a wide variety of tasks of ordinary difficulty relating to the mechanical or construction trades as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, tools, terminology and accident precautions of the trade; thorough knowledge of the design, construction, installation, maintenance and repair of common electrical instruments, devices and equipment; working knowledge of mechanical drawings and ability to work from rough plans, sketches, specifications and detailed schematic wiring diagrams; ability to follow complex oral and written instructions; ability to work with low potential and high potential circuits; skill in the use of hand tools; ability to climb poles and work at heights; initiative and dependability; must be able to progressively learn to install, and maintain new systems; good judgment; ability to drive an automobile; physical condition commensurate with the demands of the position.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Basic principles of electricity.
2. Principles, practices, tools and equipment of the electrical trade.
3. Plans, specifications, and wiring diagrams.
4. Operation, maintenance and repair of traffic signals and electrical control equipment.

NOTE: SEE EXPANDED SCOPE STATEMENT ATTACHED

TEST GUIDE: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

USE OF CALCULATORS IS RECOMMENDED

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are permitted to bring a quiet hand-held battery or solar powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

Veterans: Disabled and Non-disabled veterans as defined in Sec. 85 New York State Civil Service Law, will have 10 and 5 points respectively added to an earned passing score on the exam. You should claim these credits when you file your application (file application for veteran's credits and present a copy of DD214 Military Discharge) but you have the option to waive the credits any time prior to appointment. If you have already used these credits, you may not use them again. **Special Notice to Active-Duty Members of the Armed Forces:** Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprinting check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Lackawanna Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

Saturday Religious Observer: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, indicate this on your application. We will make arrangements for you to take the test on a different date.

Persons with Disabilities: If special arrangements are required for testing, indicate this on your application.

How to Apply: Application forms are available in the main lobby of Lackawanna City Hall as well as outside the Lackawanna Civil Service Commission Office, 714 Ridge Road Room 213 Lackawanna, NY 14218. Applications are also available to print from home, online <http://lackawannany.gov/government/civil-service/>. Applications and payments may be:

- dropped off in-person in the lockbox located in the main lobby of Lackawanna City Hall (714 Ridge Road) by **October 20, 2022, 4:00 PM EST** OR
- mailed to Lackawanna City Hall, 714 Ridge Road, Room 213, Lackawanna NY 14218. Application and payment must be **POSTMARKED by October 20, 2022.**

Please contact the Civil Service Office (716-827-6467, civilservice@lackny.com) if you are unable to print an application, if you cannot pickup an application in person, or if you have any questions.

Application Fee:

NYS has mandated that a fee of \$10 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send check or money order made payable to: CITY OF LACKAWANNA and write the examination number(s) on your check or money order. **DO NOT SEND OR BRING CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you think you qualify for a fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Failure to do so may lead to disqualification. A copy may be obtained online (<http://lackawannany.gov/government/civil-service/>) or in person at the Lackawanna Civil Service Office, 213 City Hall, Lackawanna, NY.**

Applying For Examinations in Multiple Jurisdictions on The Same Date: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Due to Coronavirus-19 the test date is *subject to change* based on social distancing guidelines. If the date needs to change you will be able to find the information online at our website, and mail will be sent to the address on file.

Provide Civil Service Commission in writing of any changes in address or telephone number as soon as possible. Failure to do so may lead to disqualification. Notifying the Post Office to forward mail is NOT effective to ensure that notices for examinations or appointments will reach you. Please request a change of address form from the Civil Service Commission Office by calling 716-827-6467 or email civilservice@lackny.com. (Forms are also available online: <http://lackawannany.gov/government/civil-service/>.)

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional, as review of application for minimum requirements may not be made until after the written test. Call or write this Commission if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

BY ORDER OF:

LACKAWANNA CIVIL SERVICE COMMISSION

Original Published 09/28/2022

Closed 10/20/2022

EXPANDED SCOPE STATEMENT

1. Basic principles of electricity

These questions test for knowledge of basic electrical principles including such areas as electric circuit wiring, grounding and insulation; relationships between voltage, current, and resistance in electrical circuits; characteristics of direct current and alternating current circuits; and properties of series and parallel electrical circuits.

2. Principles, practices, tools and equipment of the electrical trade

These questions test for knowledge of the principles and practices of the electrical trade, including such areas as tools and equipment used, proper electrical circuit wiring procedures, and appropriate methods of providing safe, efficient, and effective electrical service.

3. Plans, specifications and wiring diagrams

These questions test for knowledge of the purposes and proper use of various types of electrical system plans, specifications, and wiring diagrams; and for the ability to read and understand electrical system schematics, wiring diagrams, and written specifications.

4. Operation, maintenance and repair of traffic signals and electrical control equipment

These questions test for knowledge of the principles and practices involved in the operation, maintenance, and repair of various types of traffic signals and related electrical control equipment; and may include such areas as the physical characteristics of traffic signals; proper electronic sequencing, control, and operation of traffic signals; operation of traffic detector circuits; and application of the standards of the New York State Manual of Uniform Traffic Control Devices to traffic signals.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.